

**SECTION 100 -- REVISED AND ADDITIONAL INFORMATION REQUIRED AFTER FINAL  
BUDGET DECISIONS**

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**Summary of Changes**

Allows agencies to enter data on motor vehicles, relocation expenses, and international travel directly into MAX (sections 100.4, 100.5 and 100.6).

**100.1 What information must I provide after final budget decisions?**

You must revise the following materials if final budget decisions affect them and submit them promptly after the decisions are made:

- Report on resources for financial management activities (see section 52.5).
- Information on information technology (IT) (see section 53).
- Information on energy use, costs, and efficiency (see section 55).
- Information on drug control programs (see section 56).
- Capital asset plans (see section 300).

In addition, you must submit materials in support of baseline estimates (see section 100.2). As applicable to your agency, you must also submit the information described in sections 100.3-100.6, such as information on grants to State and local governments.

Unless otherwise specified in the guidance below, *after final decisions* means after the passback of initial decisions to your agency or, in the case of those items that could be affected by the outcome of appeals, after the resolution of appeals. Don't wait until all appeals are resolved to submit information that is unlikely to be affected by the outcome of the appeals.

**100.2 What materials must I provide in support of baseline estimates?**

Submit two copies of an agency summary table that provides a bridge between the current year baseline estimates and the budget year baseline estimates (see sections 80 and 81). This table should identify, as separate stub entries, major budget authority or outlay differences (\$50 million or more) between the current year and budget year baseline estimates. Explain these differences in terms of:

- Effects of enacted appropriations and other legislation;
- Inflation and pay-related costs;

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- Prior year contracts and obligations; and
- Anticipated changes in relatively uncontrollable programs or receipts (including offsetting receipts).

Also, submit a table showing the impact on the baseline estimates of:

- Major regulations;
- Expiring provisions of law;
- Caseloads for major mandatory programs;
- Management initiatives;
- Administrative actions; and
- Other major program assumptions included in the baseline.

Show the budgetary impact of each major assumption separately. For example, a change in outlays resulting from a regulatory change should be shown separately from a change resulting from the expiration of a provision of law. Consult with your OMB representative on the format and content of this table.

Also, be prepared to furnish, upon request from your OMB representative, caseload estimates and other additional information.

**100.3 What information must I provide on grants to State and local governments?**

If your agency has major formula grants to State or local governments, you must provide information on obligations by program for the PY, CY, and BY and the percentage share for the BY allocated to:

- Each State;
- The District of Columbia;
- Territories; and
- Indian tribe set-asides, when applicable.

We use this information to develop the annual Budget Information for States report. We will provide separate instructions, including the timing of submissions, at a later date.

**100.4 What information must I provide on motor vehicles?**

*(a) Agencies required to report.*

If your agency operates at least 300 motor vehicles, then the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 (Public Law 99-272) requires your agency to report data on motor vehicles. The law exempts the following agencies from these requirements:

- Tennessee Valley Authority.
- Postal Service.
- Postal Rate Commission.

Report total agency costs for motor vehicle acquisition, operation, maintenance, leasing and disposal for PY, CY, and BY. Include the costs of Government-owned and leased vehicles and the costs of privately-owned

vehicles (POVs) while on official business. Report the costs in terms of obligations and outlays in millions of dollars. Report outlay totals as separate entries even if total obligations and outlays are identical.

Use the following definitions to report the data:

- ***Motor vehicle*** means any vehicle that is self-propelled or drawn by mechanical power, except the term does not include any vehicle designed or used for military field training, combat, or tactical purposes, or any other special purpose vehicle or equipment exempted by the Administrator of GSA (see the following definition).
- ***Special purpose vehicles and equipment*** means vehicles and equipment used and designed for specialized functions. This definition includes, but is not limited to, the following types of vehicles and equipment:
  - ▶ Trailers.
  - ▶ Semi-trailers and other types of trailing equipment.
  - ▶ Trucks with permanently-mounted equipment (such as aerial ladders).
  - ▶ Construction and other types of equipment included in Federal Supply Class (FSC) 38.
  - ▶ Material handling equipment in FSC 39.
  - ▶ Fire-fighting equipment in FSC 42.
- ***Cost of privately-owned vehicles (POVs) while on official business*** means the mileage cost reimbursed by the Government to the owner or operator of such a vehicle, except when a POV is used:
  - ▶ In a permanent change of station move;
  - ▶ In lieu of a common carrier; or
  - ▶ To commute between an employee's residence and a common carrier terminal or facility.

Please enter your agency's data into MAX as soon as possible, but no later than five days after the budget database is locked. The lockout date for entering data on motor vehicles is separate from the lockout date for entering data for the *President's Budget* exercise. Enter the data as follows:

- From the MAX A-11 data entry program, select the *Legal Requirements* exercise.
- For OMB account, enter the OMB agency code.
- You will find the data that your agency submitted last year. Replace with this year's data.
- After you have made your changes, save and upload your data.

After you have updated MAX, prepare a statement explaining why existing and new motor vehicle acquisition, operation, maintenance, leasing, and disposal activities cannot be met through one of the following means:

- Use of a qualified private fleet management firm or other private contractor;
- Increased reliance on the Interagency Fleet Management System operated by the General Services Administration; or
- Other existing motor vehicle management systems.

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Include, in the lower right-hand corner, the name and telephone number of the individual responsible for preparing the submission and the date prepared. You may fax or e-mail the statement to your OMB representative.

OMB uses this information to prepare a table on motor vehicle obligations and outlays, which is provided to Congress as a part of the Object Class Analysis report.

**100.5 What information must I provide on relocation expenses?**

Section 635 of Public Law 105-61 requires your agency to report on total obligations for the agency's employee relocation expenses for the PY, CY and BY. ***Employee relocation expenses*** means all obligations incident to employee relocation authorized under either chapter 57 of Title 5, United States Code, or section 901 of the Foreign Service Act of 1980 (22 U.S.C. 4081; Public Law 96-465). These expenses are normally reported as part of the following object classes (see section 83):

- Travel and transportation of persons (object class 21).
- Transportation of things (object class 22) (for example, movement of household goods (but not storage costs, which are reported in object class 25.7)).
- Civilian personnel benefits (object class 12.1) (for example, various relocation allowances and expenses associated with sale of residence or breaking a lease).
- Military personnel benefits (object class 12.2) (for example, the same kinds of expenses reported in object class 12.1).
- Operation and maintenance of equipment (object class 25.7) (for example, contractual services for storage and care of vehicles and storage of household goods, when associated with relocation).

Please enter your agency's data into MAX as soon as possible, but no later than five days after the budget database is locked. The lockout date for entering data on relocation expenses is separate from the lockout date for entering data for the *President's Budget* exercise. Enter the data as follows:

- From the MAX A-11 data entry program, select the *Legal Requirements* exercise.
- For OMB account, enter the OMB agency code.
- You will find the data that your agency submitted last year. Replace with this year's data, making sure the data are consistent with MAX schedule O.
- After you have made your changes, save and upload your data.

OMB uses this information to prepare a table on total agency relocation expenses, which is provided to Congress as a part of the Object Class Analysis report.

### 100.6 What information must I provide on international travel?

Section 2505(g) of the Foreign Relations Authorizations Act, Fiscal Years 1998 and 1999 requires you to report for the agency as a whole:

- Total obligations in PY for official international travel (in thousands of dollars); and
- Total number of individuals engaged in such international travel in PY.

Use the following definitions to prepare this report:

- **International travel** means all travel between the United States and other nations, and travel between or within other nations. United States refers to the continental United States, Alaska, Hawaii, and all territories.
- **Expenditures** means the total obligations incurred and reported in object class 21, travel and transportation of persons, for international travel in PY. This includes all instances when an agency pays directly or reimburses the traveler. This does not include payments by contractors or grantees. Include the following work-related travel:
  - ▶ Conferences.
  - ▶ Meetings.
  - ▶ Inspections associated with treaty compliance.

Do not include:

- ▶ Expenses related to the relocation of Federal employees (for example, permanent change of station due to retirement or injury); or
- ▶ Deployment of troops for contingency operations.
- **Individuals** means the total number of people (not full-time equivalents) who engaged in international travel in PY. This specifically refers to the number of individuals, as opposed to the number of trips individuals take (for example, a person who takes two international trips is one individual).

Please enter your agency's data into MAX as soon as possible, but no later than five days after the budget database is locked. The lockout date for entering data on international travel is separate from the lockout date for entering data for the *President's Budget* exercise. Enter the data as follows:

- From the MAX A-11 data entry program, select the *Legal Requirements* exercise.
- For OMB account, enter the OMB agency code.
- You will find the data that your agency submitted last year. Replace with this year's data.
- After you have made your changes, save and upload your data.

OMB uses this information to prepare a table on international travel by the Executive Branch agencies. This table provides actual obligations for official international travel and the total number of individuals in each agency who engaged in such travel. This table is provided to Congress as a part of the Object Class Analysis report.